



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### Town Administrator Report September 28, 2020 Select Board Meeting

#### RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
  - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
    - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
    - **Phone Participation**
      - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 419 261 892#
    - **Video Participation**
      - Click link: [bit.ly/BarrSB200928](https://bit.ly/BarrSB200928)
  - Providing public notice of the necessary information for accessing the meeting:
    - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: [www.barrington.nh.gov](http://www.barrington.nh.gov)
  - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
    - If anybody has a problem, please call (603) 664-0146 or email at: [administration@barrington.nh.gov](mailto:administration@barrington.nh.gov)
  - Adjourning the meeting if the public is unable to access the meeting:
    - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

#### Remote Meeting Participation

- Teams Video Conference: [bit.ly/BarrSB200928](https://bit.ly/BarrSB200928)
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
  - Conference ID: 419 261 892#



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### 1. Agenda

- a. See attached, [Agenda 2020-09-28](#)

### 2. Public Hearings

- a. Acceptance of CARES Act Assistance – Recreation Grant – **Vote**
  - i. The State of New Hampshire received \$1.25 billion from the CARES Act. The Department of Health and Human Services (DHHS) was provided \$2 million for Empower Youth Program Funding. Barrington Recreation applied and is eligible to receive \$27,775 for eligible expenses. Details about the grant program can be found on the [DHHS website](#).
  - ii. Pursuant to RSA 21-P:43, the Select Board is authorized to accept and expend these funds for the purposes of emergency management.
  - iii. After the public hearing, the Select Board is asked to consider accepting and expending up to \$27,775 subject to the terms of the grant agreement and to authorize the Town Administrator to execute all accompanying documents.

### 3. Appointments

- a. Budget Presentation – Initial/Executive/Admin./Personnel/Govt. Building/Misc. – Discussion
  - i. Presented by Conner MacIver, Town Administrator
    1. See attached, [2021 Initial Budget Presentation 200928](#)
  - ii. Budget Binder
    1. An up-to-date version of the 2021 budget binder is maintained at [www.barrington.nh.gov/2021budget](http://www.barrington.nh.gov/2021budget).
  - iii. See attached, [Advisory Budget Committee Minutes 200922](#)
    1. Additional details and backup are still being researched regarding an appropriate vehicle fuel budget request.
    2. Reducing the \$1,400,000 of budgets the Town Administrator is responsible for by 5% (\$70,000) could be achieved in the following way with the accompanying risks:
      - a. \$20,000 Bldg. Maint. – Delays in building maintenance
      - b. \$15,000 Incident Fund – Rely on budgetary surplus
      - c. \$15,000 Vehicle Fuel – Tighter budget based on lower costs
      - d. \$15,000 Legal – If need exceeds budget, other lines be cut
      - e. \$5,000 Admin Equipment – Delays in equip. replacement
  - iv. Advisory Budget Committee Review and Comment
    1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
  - v. Select Board Review and Comment
    1. The Select Board is asked to review and comment on the budget as presented.



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4. Review of Minutes – **Vote**
  - a. See attached, [Minutes 2020-09-14](#)
  
5. Old Business
  - a. NHMA Legislative Policy Conference – Discussion
    - i. At the September 14<sup>th</sup> meeting, the Select Board delegated voting authority in the 2021-2022 NHMA Legislative Policy Conference to the Town Administrator.
    - ii. The Select Board is asked to review the legislative policy recommendations and identify any desire not to support the recommendations as presented.
      1. See attached, [NHMA Legislative Policy Recommendations](#)
      2. See attached, [NHMA Legislative Principles](#)
      3. See attached, [NHMA Legislative Policy Process Questions and Answers](#)
    - iii. The Town Administrator will attend the Legislative Policy Conference on October 2, 2020 as Barrington's voting delegate.
  
  - b. Reverse Involuntary Lot Merger – Map 102 Lot 62 – **Vote**
    - i. The Town currently owns Map 102, Lot 62. Two interested abutters would like to have the property divided among them. This lot was previously involuntarily merged from three individual lots. Unmerging these lots would allow two to be transferred to one abutter and one to the other. The lots would then be voluntarily merged with the property of the new owners.
    - ii. Staff have reviewed the request and confirmed that the lots were involuntarily merged.
    - iii. The Select Board is asked to consider authorizing the reversal of the involuntary lot merger on Map102, Lot 62.
  
  - c. Town Land Sale Auctioneer Selection – **Vote**
    - i. The Town has seven properties planned to be auctioned later this year (likely in December). After a review of recommendations and references from other communities, [NH Tax Deed and Property Auctions](#) is recommended to manage the auction.
    - ii. This organization is based in NH, is well recommended, and will manage the entire process. The licensed auctioneer is also an attorney and they provide the following services at no cost to the Town (paid for by a 10% buyer's premium).
      1. Advertising; including signs, web, and newspaper
      2. Answer sale inquiries
      3. Auctioneer and staff or a Saturday morning auction in Barrington
      4. Serve as Power of Attorney and will manage the entire closing process



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- iii. The Select Board is asked to consider selecting NH Tax Deed and Property Auctions as the auctioneer for the 2020 land sale.
- d. Town of Barrington Services and COVID-19 (Novel Coronavirus) – Discussion
  - i. Town officials are following all guidance from federal, state, and regional health organizations regarding the COVID-19 Coronavirus.
  - ii. All Departments are making the necessary adjustments to continue providing services with little or no public contact. In general, updated Town services information can be found at [www.barrington.nh.gov/covid19](http://www.barrington.nh.gov/covid19). Please see below for specific guidance from various departments:
    1. See attached, [Police COVID-19 Operations Letter – 200317](#)
    2. See attached, [Transfer Station COVID-19 Operations Letter – 200324](#)
    3. See attached, [Recreation COVID-19 Operations Letter – 200317](#)
    4. See attached, [Recreation COVID-19 Summer Camp Notice](#)
    5. See attached, [Town Clerk COVID-19 Operations Letter – 200317](#)
    6. See attached, [Tax COVID-19 Operations Letter – 200317](#)
    7. Barrington Library Information: [www.barringtonlibrary.com/](http://www.barringtonlibrary.com/)
  - iii. Staff developed a letter to residents which was included in the first half tax bill. The letter is available on the [Town's website](#).
  - iv. This is a rapidly evolving health crisis and we urge all residents to follow the guidance provided from federal, state, and regional health organizations. Updated information regarding the impact on Town of Barrington services can be found at [www.barrington.nh.gov/covid19](http://www.barrington.nh.gov/covid19).
6. New Business
  - a. Highway Department Office Addition – Discussion
    - i. The office and common area needs at the Highway Department have been a continually delayed capital item for nearly eight years. Although the need has been regularly identified and acknowledged, few steps have been taken to make improvements. The need has been amplified by the pandemic, resulting in the Road Agent's 'office' being a portion of the garage mezzanine. The time has come to start putting action steps in place. Marc and I propose spending a few thousand dollars from the Highway Building Maintenance line to have a consultant (architect) sketch up possibilities and potential cost impacts.
    - ii. See attached, [Highway Office Addition Overview 200923](#)
    - iii. The Select Board is asked to consider the request to engage the services of an architect and what additional information may be requested to proceed.
  - b. SAU 74 Custodial Services – **Vote**
    - i. The recent retirement of Dave Getchell as the custodian at the Public Safety Building precipitated a larger conversation about the Town's custodial needs. Barrington currently has four part-time custodial positions. Each



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- position is separately supervised. The part-time positions are traditionally challenging to hire for and also difficult to backfill during vacation or other leave requests.
- ii. SAU 74 employs eight full-time custodians. These custodians are all supervised by the Facilities Manager. The pool of custodians, supervised by the same position, makes it easier to schedule and backfill.
  - iii. In meeting with the School Facility Manager, the School is willing to enter a custodial services contract for the Public Safety Building. The value of the contract would be \$17,000 which is what we budget for that position. The \$17,000 contract price will also include vacation coverage and backfilling of the Town's remaining three custodial positions.
  - iv. This would be an opportunity to test this model and, if successful, expand in the future through attrition.
  - v. The Select Board is asked to consider entering an annual custodial services contract with SAU #74 valued at \$17,000 for custodial services at the Public Safety Building.
- c. Technical Advisory Committee Recommendations and Priorities – 9/125 Intersection – Discussion
- i. The Strafford Regional Planning Technical Advisory Committee (TAC) provides the Strafford Metropolitan Planning Organization (SMPA) with technical assistance and recommendations concerning transportation issues. A primary role of the group is to determine a priority list of projects for NHDOT's ten-year plan. Priority projects are heavily subsidized with regional distributions.
  - ii. A project in Barrington which is near the top of the priority list is bicycle/pedestrian improvements to at the Route 9/Route 125 intersection.
    1. See attached, [Project Scope and Need – Barrington](#)
  - iii. During review, this project was scored as the number two priority in the area.
    1. See attached, [Project Scoring Detail – Barrington](#)
  - iv. The TAC meeting minutes add some additional context to the selection and prioritization process.
    1. See attached, [TAC Summary – 200911](#)
    2. See attached, [TAC Summary – 200918](#)
  - v. This information is shared to keep the Board informed. It is likely that a 20% local match would be required for the project. This would be approximately \$150,000.
- d. Review of Town Fee Schedule – Discussion
- i. It has been nearly a decade since any changes have been made to the Barrington Fee Schedule. It is prudent to regularly review the fees and



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justification. The changes proposed are suggested to take effect on January 1, 2021.

- ii. Building Permit Fee Review
  1. See attached, [Building Permit Fees 2021](#)
- iii. Town Fee Schedule Review
  1. See attached, [Barrington Fee Schedule 120124](#)
  2. See attached, [Barrington Fee Schedule Draft – Red-Lined 200928](#)
  3. See attached, [Barrington Fee Schedule Draft 200928](#)
- iv. The Select Board is asked to review the proposed changes and ask for any additional information needed to make a decision at an upcoming meeting.

### 7. September Work Anniversaries

- a. Amy Inglis • Inter-Library Loan Librarian • 24 Years
- b. Dana Drake • Highway Department Crew • 20 Years
- c. Barbara Irvine • Land Use Administrative Assistant • 17 Years
- d. Patrick Boodey • Firefighter/EMT • 17 Years
- e. Shawn Croteau • Firefighter/EMT • 17 Years
- f. Deborah Tatham • Recreation Custodian • 12 Years
- g. James Sanger • Transfer Station Attendant • 5 Years
- h. Jon-Thomas Harmon • Firefighter/EMT • 3 Years
- i. Sarah Bailey • Assistant Recreation Director • 1 Year

### 8. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

### 9. Upcoming Meetings/Events

- a. October 5, 2020 – Select Board Meeting – Election/Town Clerk/Tax Budget Presentation
- b. October 19, 2020 – Select Board Meeting – Highway/Transfer/Dams Budget Presentation
- c. October 26, 2020 – Select Board Meeting – Planning/Land Use/Building/Codes Budget Presentation